

COLLECTIONS PROCEDURES

I. MUSEUM RECORDS SYSTEM

- A. Delaware Division of Historical and Cultural Affairs (hereafter referred to as "HCA", and previously known as Delaware State Museums) has the authority and responsibility to maintain an accurate record system for all acquisitions and subsequent transactions of objects and collections, and their safekeeping. A central record keeping system for all museums and historic sites was implemented on January 1, 1977.
- B. The central record system is maintained in Dover at HCA's Tudor Park facility on South Little Creek Road, and Rose Cottage 102 South State Street. Maintenance of the museum records system includes the following activities:
- 1) Accessioning - the formal procedure by which objects or collections are accepted as part of the permanent holdings of the State of Delaware.
 - 2) Registration - the assignment of a unique number; marking and recording of this identifying number in a permanent catalog.
 - The Curator of Collections Management's responsibilities includes accurate registration of all museum accessions and loans by making and maintaining permanent records, and performing other duties closely related to entry, exit and safekeeping of the objects for which HCA has assumed responsibility.
 - 3) Cataloging - the process by which an object is fully described and assigned a place in the classification scheme.
 - The Curator of Collections is responsible for the full documentation from the donor/vendor for identification of each object added to the collection. This information goes to the Curator of Collections Management to prepare the permanent records.

II. HISTORY OF ACCESSIONING PROCEDURES (prior to 1977)

- A. The practice of assigning letter prefix accession numbers by the Museum/Historic Site Supervisors was discontinued by January 1, 1977.
The former property codes were:
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|-----|---|--|
| ANS | - | Alfred N. Spanel Collection, Delaware State Museum, 1967 |
| D | - | John Dickinson Mansion, Archives Commission, 1952-1965 |
| GCO | - | Governor's Ceremonial Office, 1976 |
| H | - | Allee House, Public Archives Commission, 1967-1971 |
| J | - | Johnson Collection, Delaware State Museum, 1967-1976 |
| P | - | Portrait Collection, Delaware State Museum, 1914-1970 |
| PG | - | Prince George's Chapel, Archives Commission, 1971 |
| NC | - | New Castle Court House, New Castle Historical Commission, 1959 |
| SH | - | Old State House, 1976 |
| V | - | Buena Vista, 1965 |
| W | - | Woodburn, Archives Commission, 1965-1969 |
- B. The Curator of Collections, in the absence of a Registrar, implemented a uniform accessions system for all State museums and historic sites beginning January 1, 1977.

- C. Objects and collections accessioned before January 1, 1977 were not re-numbered. Those items found among the collections with no documentation to indicate the museum's ownership constitute items "Found in Collection" (FIC) and are assigned a 1977 accession number.

III. ACCESSIONING

A. Means of Acquisition

1. Gift or donation

This constitutes the primary means of acquisition for the collections of the State of Delaware. Gifts are accepted by HCA on behalf of the State and the people. Gifts made to the Governor and to other high ranking officials on behalf of the State are considered as gifts to the State and the people.

2. Bequest

Objects promised through bequests are handled as gifts once the written agreement comes due. An intent of gift form is signed and dated by the donor at the time of the bequest, and is updated every two years to confirm the donation.

3. Purchase

The purchase of objects may be made when funds are appropriated or made available.

- a. In instances when objects/artifacts (items) are presented to the Division for possible purchase for adding to the Division's collections, the Division's curatorial staff (Curator of Archaeology, Curator of Collections and Curator of Collections Management) are to convene and review the applicability of accepting the object/artifact (item) into the Division's collections based upon the criteria as set forth in the Collections Policy. If it is determined that the object/artifact (item) merits acceptance into the Division's collections, the Division's curatorial staff will complete a one page summary recommendation to be submitted to the Director and Deputy Director before any notification to the Collections Committee. Information to be provided is to include the following:

Description of object/artifact (item)

Picture of object/artifact (item)

Source and provenance

Conservation Needs

Statement of relevance to HCA Collections based upon Collection's Policy

Determine and comment on duplication within the HCA Collections

Ascertain and note if any competing institutions within the state

Purchase Price

Recommendation to Purchase or Not with Reason

- b. The purchase of objects with money from Appropriated Special Funds must conform to the stated purpose of the fund. Special funds are as follows:

E.R. Johnson Memorial Trust Fund for the improvement and enlargement of the Eldridge Reeves Johnson Memorial exhibit, the means of displaying the exhibit and of simulating by modern recording and reproducing devices the

music of the early records and talking machines. (See Trust Agreement for further detail).

Museum Fund is the revolving fund from publications, souvenir sales and donations which may be used for collections purchases and conservation.

- c. All purchases must conform to the Mission of HCA and any approved furnishing and collecting plans for historic sites and museums.
 - d. The encumbrance requirement covering purchases over \$1,000 is waived for HCA for purchases of objects at auction. This applies to on site auctions. Mail auctions are still covered with purchase orders. (See attached 9/19/91 memo from Chief of Financial Services to Office of Secretary of State.)
3. **Exchange**
The exchange of objects is discussed under deaccessioning.
 4. **Transfer**
The transfer of an object from an institution to HCA is accepted if it meets all criteria for donations as approved by the Collections Committee.
 5. **Fieldwork**
Artifacts or collections may be acquired through State sponsored archaeological field work, including surface collecting and excavations. These collections are obtained in cooperation with participating State Agencies. Museums refuse artifacts/materials when their recovery was through looting and illicit or destruction of an archaeological site, or involved misrepresentation to the owner or responsible governmental entity. Field collecting is conducted in cooperation with local authorities, private land owners and other research institutions.
 6. **Parallel collecting patterns among regional and local museums and historical societies do occur.** Some overlap in collecting is inevitable and desirable; however, competition for a particular object is not. Competition in the market place among these museums and historical societies is to be avoided. When more than one museum or historical society seeks to acquire the same object or collection, the situation must be resolved among the administrators.
- B. **Temporary Custody**
1. HCA can receive objects for purposes of attribution, examination, identification and for consideration as a gift or purchase. The Curator of Collections or Archaeology will have the responsibility for conducting a preliminary examination of all potential acquisitions.
 2. A correspondence file for each potential donation will be maintained by the Curator of Collections Management until the gift offer is withdrawn or the object is accepted or rejected.
 3. All acquisitions, except official gifts to the Governor, will be received on a conditional basis pending the recommendation of the Collections Committee.

4. An authorized representative of HCA will receive all acquisitions. Authorized personnel will include the Manager of Curatorial Services, appropriate Curator, or designated Site Supervisor. Upon receiving the object, a Receipt of Object or Incoming Loan form will be completed.
5. All acquisitions will be temporarily placed in the collections processing areas in Tudor Park.

C. Acceptance/Rejection

1. The Curator of Collections Management will prepare a letter of acknowledgement of acceptance or rejection for the signature of the Director within five days after the meeting of the Collections Committee.
2. A letter of acknowledgement or rejection will contain the following information: expression of gratitude, the action of the Committee to accept, reject or defer the gift, a signed copy of the Gift Receipt form as the donor's permanent copy, and a recommendation of a more appropriate depository, if applicable.
3. Upon the action of the Collections Committee, donors of objects or collections of outstanding aesthetic, historical, or cultural significance to the State may be recommended to the Governor for the Order of the First State Award.

IV. REGISTRATION PROCEDURES

A. Explanation of Accession Number System

1. The prompt assignment of an accession number is the responsibility of the Curator of Collections Management. This number is affixed to each object and its detachable parts. Whenever possible, the method of affixing numbers should be reversible.
2. Multiple objects from a single source will be given separate identifying numerals at the time of accessioning. (Example: five pewter items given to the State collections in 1977 would be cataloged as 77.1 through 77.5.)
3. Objects that have component parts, such as a teapot, and its lid, would be assigned an accession number indicating its parts by lower case letters. (Example: 77.6a is a teapot, and 77.6b is the lid.)
4. In the event that a gift includes more than one item, a three part numbering system will be used. (Example: 80.15.1 is a gift given in 1980, the 15th gift given in that year, and the first object in that collection.)

B. Assigning Accession Numbers

1. The Curator of Collections Management will maintain a Master Accession Ledger for all historical objects or collections immediately after their acceptance. (For Archaeological Procedures see Part 2)
2. An entry in the Master Accession Ledger will include the following information: accession number, description, donor/vendor, mode of acquisition, and date received.

C. Applying Accession Numbers

1. Standard museum practices will be adhered to for all collections.
2. The Curator of Collections Management will complete the physical registration of the historic collections using red or white paint, or black ink where applicable, subsequently coated with a clear fingernail polish. Permanent labels will be sewn on all textile objects.

D. Photography

1. The Curator of Collections Management will photograph each object in the historical collection as part of the registration process.

V. CATALOGING

A. Documentation

1. HCA maintains a physical collection and the corresponding intellectual collection. Accurate, complete and timely documentation increases research opportunities and improves access and collection care routines. Collections records are of the highest order of accuracy and completeness in order to insure their preservation. Collections information consists of the historic, aesthetic and scientific data, and operational documents generated by collections management activities.
2. Research on information of ownership, description, provenance, conservation, exhibition, publication and research is the responsibility of the Curators of Collections and Archaeology. The material is placed and maintained in the accessions and catalog files by the Curator of Collections Management.
3. Documents associated with tracking the object's legal status and care within HCA or when on loan include loan agreements, deeds of gift, temporary custody receipts, request for reproduction forms, insurance contracts, exhibition agreements, facilities report forms and condition and damage reports. All such documents are placed in an individual object file folder by the Curator of Collections Management.

B. Curator Worksheets

1. After the Curator of Collections Management assigns an accession number to an item, the Curator of Collections will enhance the cataloging by providing any pertinent detail information. All information will be entered in the PastPerfect Collections Management software system.
2. The Curator of Collections Management will scan or photograph an image of each object into PastPerfect.

C. Catalog Cards

1. Permanent Catalog Cards will be prepared from the Curator Worksheets or from the PastPerfect database.
2. Catalog cards will be kept in the appropriate individual Accession file stored in Tudor Park.

3. The Curator of Collections Management will provide copies to sites where the object is located.

VI. COLLECTIONS STORAGE

- A. Tudor Park I is authorized for Museum collection's storage. Other locations used for collection's storage are: Tudor Park II; Johnson Victrola Museum basement; Archaeology Museum basement; Smyrna Warehouse. Island Field, DeBraak Building, and Exhibits Lab presently house archeological collections. All locations other than Tudor Park I do not meet acceptable museum storage environmental standards.
- B. All museum storage facilities for historical objects are under the jurisdiction of the Curator of Collections Management. Any movement of the collections from storage and/or between sites requires Curatorial approval. The Curator of Collections Management mandates control of incoming and outgoing collections through various registration methods. No collection item leaves its assigned storage or display location unless a written record of such movement is made and filed with the Curator of Collections Management.

VII. COLLECTIONS INVENTORY

- A. The Curator of Collections Management shall conduct an annual inventory of all the collections under the Museum's care, custody and control. Location information is kept current through timely updates in PastPerfect.
- B. No collection item leaves its assigned storage or display location unless a written or computer generated record of such movement is made and the record filed with the Curator of Collections Management. A curator may remove an object from display or storage for study purposes by completing a Temporary Object Removal form.
- C. Each Site Supervisor is responsible for maintaining the inventory of their respective sites. The authorized staff member who moves an accessioned object for any reason must complete a written or computer generated Change of Location form. Copies are sent to both the Curator of Collections Management and the Curator of Collections.
- D. Objects on loan to outside agencies/institutions, including the State Portrait Collection, shall be checked for condition by the Curators on a yearly basis.
- E. Site personnel visually inspect displayed collections on a regular basis to record physical changes. Objects that are missing or damaged shall be immediately reported to the Curators of Collections and Collections Management. The report form, including photography of damage, shall be completed by the staff member who discovered the problem.

VIII. EDUCATION COLLECTION INVENTORY

- A. The Site Supervisors shall keep an inventory of all objects acquired for Educational purposes and all object reproductions. It is understood that these items will be handled and used for Site interpretation. An updated inventory shall be made annually to the Curators of Collections and Collections Management.

IX. CARE AND CONTROL

- A. Collections are cared for and maintained in conditions intended to preserve physical integrity. Conservation, restoration, and maintenance schedules should reflect

research and exhibition needs, scholarly activities, funding, staff resources, public access requirements and urgency of care. The Curators of Collections and Archaeology monitor collections care and condition, make collections management recommendations to the Manager of Curatorial Services and Collections Committee, and carry out treatment and maintenance plans.

- B. The Curator of Collections recommends and monitors objects requiring professional conservation. Decisions to engage a professional conservator must address the object/artifacts aesthetic, historic, scientific and physical integrity. Documentation of treatment must clearly identify the degree and type of restoration and replacement of the original fabric. Conservation treatments must be reversible. Contracted professionals must comply with all American Institute of Conservation guidelines.
- C. All staff employed by HCA undergo training sessions on the care and handling of historic objects and on housekeeping held by the Curator of Collections. Literature on "Guidelines for Handling Historic Objects" and "Housekeeping Guidelines" are read and followed. All staff shall be made aware of their responsibilities to preserve and protect collections objects/artifacts.
- D. Regulations in housekeeping guidelines must be followed to prevent insects, mold, dust and sunlight from harming the collections in all sites including historic houses, museum displays and exhibits and storage areas. Environmental controls for humidity and temperature must be monitored by hygrometers at all sites. These readings are done on a daily basis at the same time by appropriate staff. When the ideal readings of 60-72 degrees and 40%- 55% are not met on a weekly basis, the Site Supervisor must notify the Curator of Collections. Fire, natural disaster and theft are addressed under the risk management section of this policy, and follow the Emergency Preparedness Plan.
- E. Storage areas are monitored and cleaned on a regular basis by the Curators of Collections Management and Archaeology. Storage areas must be a function of storage only. No food, drink, smoking or trash cans are allowed.
- F. Stored objects will be wrapped in approved acid-free materials or containers by the Curator of Collections Management or Archaeology. Large objects will have a hanging tag with accession number.
- G. Boxes for the historical collections will be clearly labeled on the outside of the container by location, accession number and object name.
- H. Appropriate attention is given to the packing and shipping of any collections objects/artifacts moving in and out of HCA properties. The Curators of Collections and Archaeology monitor procedures and methods of packing. The Curator of Collections Management shall maintain record control of the movement. Each object is examined for condition and the appropriate curator completes a condition report form. Condition is checked before the object is loaned, upon arrival, before being shipped back and upon its return to HCA. This is done to determine whether any damage occurred during the loan period, during shipment or on the borrower's premises. A condition report including appropriate photography is completed on borrowed objects. Evidence of damage at the time of receipt or while in HCA's custody is reported immediately to the lender. The lender certifies that the objects/artifacts lent are in such condition as to withstand packing and shipping.

- I. HCA gives objects/artifacts loaned to it the same care as it does comparable property of its own. It is understood that all objects/artifacts are subject to gradual inherent deterioration for which neither party is responsible. No alteration, restoration, or repair is undertaken on borrowed or lent objects without written authorization from the owner.

X. ACCESS

- A. HCA has the responsibility and opportunity to provide the visiting public access to the collections of the State of Delaware on a non-discriminatory and fair basis, while ensuring preservation. Access to collections for research and for public enjoyment is encouraged under controlled conditions. Resource limitations, security, intellectual property restrictions and collections care requirements may limit access to the collections. The identity of former owner/donor and the object appraisal are to be kept confidential. The only exception would be if the owner/donor agrees in writing to be contacted by the researcher.
- B. The Curators of Collections, Archaeology, and Collections Management are responsible for the protection, control and access to the physical and intellectual collections of HCA. Responses to requests for access and use of the collections are the responsibility of these curators. The curatorial and permanent staff is allowed access to the intellectual collection (the accessions and catalog files) for research and exhibit purposes. The public, including researchers, are allowed prudent access to the files under controlled conditions. The Curator of Collections Management is responsible for the security of the physical and intellectual collections.
- C. Access to the collections for study purposes will be controlled so as to prevent
 - 1) deterioration, loss or dislocation of objects/artifact
 - 2) disruption of administrative, professional or technical operations
 - 3) undue impact on providing services to other users, because of time spent on supervision of the researcher.
- D. Access to collections takes place outside storage areas, but when necessary, access inside may be granted for no more than two individuals at one time. Supervision is required by a Curator. Staff other than Curators is not granted unsupervised access to collections without Curatorial approval. Designated interns/volunteers may be approved access for cataloging or study purposes.
- E. Access to the collections of HCA does not imply any agreement between the researcher and HCA, and does not constitute approval of work objectives, agreement with research conclusions, acceptance of the accuracy or quality of the work, or any abridgement of access rights of others to the same materials.

XI. RISK MANAGEMENT/SECURITY

- A. The most important asset of HCA is the collections. Prudent management requires identification and elimination or reduction of risks to the collections. Risk management requires thoughtful review of potential hazards such as natural disasters, vandalism, theft, human error, mechanical or operational system failure and deterioration on a regular

basis. A separate Emergency Preparedness Plan shall be followed. Internal control is fundamental to collections security. Records of missing or stolen collections are maintained by the Curator of Collections Management.

- B. HCA's physical facilities need to be safe, secure, and adequately maintained for the care of the collections. Special attention to security is expected during high risk activities such as building and exhibition renovations, special events held in museum buildings and when collections are in transit.
- C. If theft is suspected, employees or borrowers must immediately notify either the Curators of Collections, Archaeology, or Collections Management. If it is determined that theft has occurred, the responsible Curator shall notify the police. Staff is responsible to protect the crime scene and not disturb evidence. The responsible Curator promptly prepares written and photographic documentation.
- D. HCA carries no insurance coverage, but may insure borrowed objects/artifacts only as stipulated by loan agreement or negotiated contract. Generally, a loan agreement constitutes an agreement of the lender to release and hold harmless HCA from any liability for damage or loss of loaned property. If the lender elects to maintain their own insurance coverage, Museums must be supplied with a certificate of insurance naming Museums as additional insured's (or waiving rights of subrogation). Collections held in temporary custody are not insured. When insurance is required, the responsible Curator shall consult with the Director of the State Insurance office.

XII. REPRODUCTION

- A. In order to control the educational and commercial use of the name and collections of HCA, it is necessary to establish rules protecting the rights of individual donor/vendors and the State. Generally, non-educational reproduction of the collections including photography, graphics and manufacture for replication is not approved. HCA reserves all rights for the reproduction of its collections. No commercial reproduction or publication is permitted without written documentation from the responsible Curator to the Manager of Curatorial Services. An electronic Request for Reproduction form will be made available.

Reproduction for educational purposes or private use may be requested by completing the same form. HCA requires a copy of the publication upon release. Reproduction should never impair the integrity of HCA or the intrinsic value of any object/artifact. Replicas and reproductions shall be accurate, of high quality and clearly and permanently identified as reproductions. Commercial activities must not support illicit trade or the degradation of cultural resources.

- B. HCA reserves the right to deny access for photographic or reproduction purposes if such work would:
 - 1) endanger the collections or building
 - 2) pose an excessive administrative burden
 - 3) violate trademark
 - 4) violate privacy, publicity or other personal rights of any party
 - 5) infringe copyrighted material
 - 6) involve a use for illegal or fraudulent purposes
 - 7) interfere with an intended HCA use or other State agency
 - 8) imply an institutional endorsement of any product, company or enterprise

- C. All photographs or graphics for commercial or publication purposes shall be made by or contracted for professional services by HCA. All photographs and graphics bear HCA copyright notice and may state specific use requirements or limitations. HCA shall request the credit line, "Courtesy of Delaware Division of Historical and Cultural Affairs"; or require a specific disclaimer of any connection with HCA or of any endorsement or approval by HCA.
- D. HCA may establish, and adjust as needed, a fee schedule for all photographic and other copy work. Purchase of copyrighted photographs does not convey to the purchaser any rights of copyright. HCA reserves the right to levy fees for the commercial use of its copyright materials, photographs and reproductions. These services shall be provided as quickly as possible depending upon the availability of relevant staff.
- E. HCA reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections and its name and logo as is appropriate and lawful.
- F. Use of HCA's name, logo or any other symbol, or any device implying the involvement or approval of HCA in the commercial reproduction of collections; or any representation suggesting this approval; is strictly prohibited, except as specifically authorized by HCA. Approval by HCA takes the form of a negotiated State of Delaware contract between the "user" and the "State", which sets forward the duties and obligations of each party. No HCA employee shall derive income of any sort, or any commercial benefit, from the reproduction and sale of articles reproducing HCA collections.

XIII. LOAN PROCEDURES

- A. Loans are made for specific time periods, with renewal options. It is not the policy to accept "indefinite loans". The Curator of Collections Management monitors renewal and shall notify the Collections Committee.
- B. Requests for the loan of collections to decorate offices of government officials may be granted by HCA if they are to be displayed in the office of a high-ranking individual. Written loan agreements must be signed on behalf of HCA and the borrower, by individuals authorized to enter into such commitments. When the official leaves the position, each loan is terminated and the collections are recovered by HCA. New agreements are negotiated with the new high ranking official.
- C. High-ranking government officials are limited to the following: The Governor; the Lt. Governor; cabinet secretaries; members of the House of Representatives and Senate; judges of the Supreme, Chancery, Superior, Family Courts and Common Pleas; officials of the State Universities and colleges. The term office means the actual government controlled office space and immediate reception area assigned for the personal use of the high-ranking government official, with the following qualifications:
 - Woodburn, (Governors House), and Hall House are considered as offices
 - The Governors offices in Legislative Hall, the Carvel State Office Building and the Tatnall Building are considered as offices
- D. Archaeological artifacts/materials are not used under any circumstance, to decorate the offices of government officials.
- E. The decision of whether to lend collections for the offices of high-ranking government officials rests with the Curator of Collections.

F. Display of the State Portrait Collection will be allowed in State and County government buildings, other than those listed under high-ranking officials, because of the nature of the collection.

G. Loans of objects from HCA's collections for decorations at social events shall not be made.

XIV. DEACCESSION

A. Deaccession or disposal, is the process of permanently removing accessioned objects from the collections. The procedure is cautious, deliberate and scrupulous. It is designed to insure the thoughtful, well documented consideration of each proposed disposition in the context of the long-term best interest of HCA.

B. Because the archaeological collections are Delaware's prehistoric and historic record, and because of the nature of scientific research, collections or portions thereof, are not disposed of or deaccessioned.

C. Before disposal of any object from the collections, reasonable efforts should be made to determine that HCA has full and unrestricted title. In the event of a question concerning HCA title or restrictions, the staff will seek the advice of the Attorney General's Office.

D. The Curator of Collections and Curator of Collections Management are authorized to apply the criteria listed in the Collections Policy. The Collections Committee and outside experts may help in the recommendations.

E. Curators may recommend objects for deaccession if one or more criteria have been met. The Curator makes the recommendation in writing to the Administrator. Such recommendations specify the source and provenance, the reasons, the estimated market value and the means of disposal. The Curators submit the recommendations to the Collections Committee for their deliberation two weeks before a scheduled meeting where the final decision will be made.

F. Recommendations of the Collections Committee may include:

1. Exchange or donation to another public institution, with preference to Delaware museums or historical societies for the benefit of the people of the State of Delaware, then to institutions outside the State. Valuations for exchanges must be established by a neutral private appraiser.
2. Sale at public auction through the Division of Purchasing, surplus property section. Such sales are officially advertised at least 60 days prior to the date of the proposed sale, and clearly noted as deaccessioned objects not found relevant to the collections of HCA. Disposal through museum auctions or the museum store are prohibited. These practices may give the impression that collection's objects are for sale and so damage HCA's reputation and its ability to fulfill its public trust responsibilities. Money realized from the disposal of collections is to be used for additional object acquisition.
3. Destruction of the object is permitted within surplus property procedures. Objects must be:
 - a. a clear danger to the remainder of the collections or staff; or

- b. condition must be beyond practical conservation efforts and of little or no historical or interpretive value; and
 - c. Objects recommended for destruction are registered with the Office of State Surplus property. Such objects may not be sold and their destruction must be attested by surplus property officials. Photographs before and after destruction become a part of the permanent record.
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- 4. The manner of disposition must be in the best interest of HCA, the public it serves, the public trust it represents in owning the collections, and the scholarly and cultural community it represents.
 - 5. The original donor or the direct heirs (spouse or child) of the object must be notified of the pending transactions of disposal. Objects are not returned to the original donor. If unsuccessful in contacting donors or heirs, then procedure is in accordance with established State laws.
 - 6. Objects must not be given, sold or transferred, publicly or privately, to HCA and Department of State employees, committee members, or, their immediate families or representatives.
 - 7. All object records, photographs, deliberations, staff comments, appraisal, sale and exchange records are permanently retained as part of the collections records of HCA.
 - 8. All net proceeds resulting from the deaccession of objects from the permanent collections of HCA are deposited in the Museum Fund or any Appropriated Special Fund that is dedicated to the acquisition and conservation of objects at the recommendation of the Administrator and final confirmation by the Director. The principal of this fund is reserved for acquisitions, conservation and other special collections related purposes. Any costs of sale, appraisal or other expenses associated with the deaccession transaction is charged against the sale proceeds.

7/1/2010